



JOB DESCRIPTION

State Form 52468 (12-05)

This document is used to provide a basic description of essential duties and other work elements.

Agency: Indiana Department of Insurance		BU: 00210
Division: Legal Division	Section/District: Central Office	
Job Title: Governor's Summer Intern		Job Code:
Working Title (if different from above): Legal Division Intern		
Reports To: General Counsel		
FLSA Status: <input type="checkbox"/> Non-Exempt (OT Eligible) <input type="checkbox"/> Exempt		Effective Date: May 2012
Job Opening ID #: 577621		

Essential Duties/Responsibilities:

PRIMARY PROJECT: Completion of Required Reporting to the NPDB

The legislation that led to the creation of the NPDB was enacted because the U.S. Congress perceived that the increasing occurrence of medical malpractice litigation and the need to improve the quality of medical care had become nationwide problems. The intent of Title IV of Public Law 99-660 is to improve the quality of health care by encouraging State licensing boards, hospitals and other health care entities, and professional societies to identify and discipline those who engage in unprofessional behavior; and to restrict the ability of incompetent physicians, dentists, and other health care practitioners to move from State to State without disclosure or discovery of previous medical malpractice payment and other adverse history. The NPDB is primarily an alert or flagging system, and Medical Malpractice Payers are required to report payments made on behalf of a physician, dentist, or other health care practitioner due to a medical malpractice claim. Since the Indiana Department of Insurance administers the Indiana Patient's Compensation Fund and makes payments on behalf of health care providers for medical malpractice claims, it is required to report payments to the NPDB.

Part A of the project will involve reviewing files, searching other state agencies' databases, and preparing and entering reports to the NPDB, including:

- Reviewing PCF files to determine whether the case was settled on behalf of a health care practitioner required to be reported under the federal law;
- Determining the amount of payment by the PCF made on behalf of each health care practitioner, by reviewing files or contacting the defending attorney;
- Accessing the Professional Licensing Board's database to research necessary data points;
- Properly entering approximately 24 data points into the NPDB per case.

Part B of the project will require the intern to write procedures for the collection of data and completion of required reporting, updating the NPDB FAQ housed on the Department's web site, and making suggestions regarding use of discovery by the PCF to retrieve required information more efficiently.

Additional Assignments :

- Assist the legal staff in evaluating petitions for excess damages
- Assist the agency's ALJs in preparing for hearings and writing Recommended Orders
- Draft responses to requests for information pursuant to Indiana's Access to Public Records Act
- Attend administrative hearings, depositions, and medical malpractice hearings
- Attend weekly staff meetings

Job Requirements:

- Candidates can be law students or undergraduates in a paralegal program or in any major preparing for law school.
- Skills desired include:
 - Basic understanding of database usage.
 - Advanced organizational skills.
 - Ability to manage large amounts of information.
 - Attention to detail

Physical Effort:

Position does not require any effort greater than normal office duties.

Working Conditions:

Involves normal office working environment; location: Department of Insurance, 311 West Washington Street, Indianapolis.